



Procurement Buyer Service – Summary of Service

So that we can run a procurement procedure that is both right for your organisation and also for the scale of purchase that is being undertaken, our initial engagements with you will seek to understand the requirement, any contributory factors that may impact on the procurement and also understand the project stakeholders. During the engagement period, we will take you through a number of stages, prior to the commencement of the procurement itself. These stages are aimed to ensure we manage expectations and run a realistic and timely process that is compliant with internal and external purchasing regulations (as applicable).

From the initial engagement "fact finding" meetings, we will provide you with an outline critical path of how we recommend that the procurement project will run. The critical path outlines key activities and milestones, noting those responsible for each of these activities.

The critical path is presented to you for consideration and further discussion, after which any refinements are made. Once the critical path has been signed off by all parties, the formal procurement strategy (including route, indicative timescales and how the procurement will be conducted) will be proposed for your agreement.

Upon agreement of the procurement strategy, a detailed project plan is developed outlining all tasks and key stages against a realistic and workable timetable. After sign off of the project plan, for larger projects a Memorandum of Understanding (MOU) for the procurement project is put into place, which is circulated to all project members and stakeholders.

Upon project commencement, Tender Victory will guide you through a procurement process (which is compliant with the UK Public Procurement Regulations if required for your organisation). We take responsibility for running the project compliantly with your organisational purchasing policy or procedures, in addition to monitoring all project members tasks and responsibilities as per the plan, so that project adheres to its timescales.

In providing buyer services, we do not make decisions for your organisation, as your project team and stakeholders will have this responsibility. We provide you with pertinent information and recommendations accompanied by appropriate justifications to support your decision making. Our approach ensures that such decisions are taken with full regard to the information at hand and any compliance factors such as procurement regulations or your organisation's purchasing procedures. We make recommendations at key stages throughout the process, in writing, to ensure that you have a clear audit trail for decision making and contributory factors.



In managing the procurement process itself, we facilitate the issue and return of tenders, usually through an e-tendering portal. We take responsibility for co-ordinating any clarifications raised by Bidders and sourcing responses to those clarifications from within your project team. When tenders are submitted and their evaluation is required, the Tender Victory team also facilitates the evaluation stages of the procurement process, ensuring all panel members are fully briefed as to their evaluation responsibilities. We ensure detailed records of the evaluation process are maintained, which are also used to assist in later debrief and feedback sessions.

For each and every procurement that we manage, we tailor our buyer service to meet the needs of your organisation and the requirement being tendered. This means we recommend a procurement strategy that is relevant to each requirement, rather than a one size fits all template approach.

If your organisation is not procurement ready and would like assistance in establishing and adopting a procurement policy, we can implement such, and support such implementation with associated training courses for your team(s). A procurement policy has numerous benefits, which include a standardisation of approach across your organisations, in addition to preventing claims or challenges against your business for purchasing unfairly/showing favouritism.

When you engage Tender Victory's Procurement Buyer Service, you will be working with a team that is managed by Chartered Institute of Purchase and Supply (CIPS) qualified professionals. Our buyers have numerous years of direct experience in the public sector marketplace running large scale and complex tenders, in addition to smaller scale routine tenders. We aim to ensure all of our procurements are easy for bidders to engage with, widening the marketplace for potential suppliers who may bid for your requirement. Our recommended tendering systems publish your tender notices to both Contracts Finder and Find a Tender, ensuring that your tender reaches a wide audience and encourages healthy competition from the market.

If you would like an initial meeting or conversation to explore how Tender Victory can provide you with outsourced buyer services, by conducting a one-off procurement or acting as your outsourced procurement department, please do drop us a line.